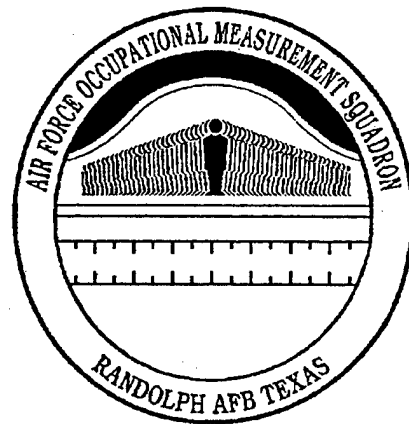




**UNITED STATES
AIR FORCE**



OCCUPATIONAL SURVEY REPORT

19961021 108

PERSONNEL SYSTEMS MANAGEMENT

AFSC 3S0X2

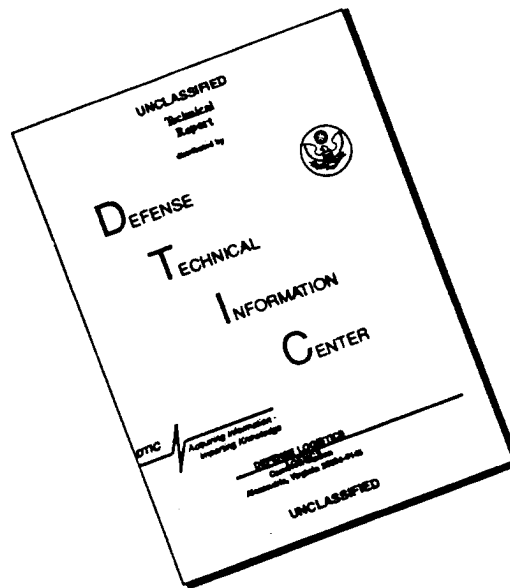
AFPT 90-3S0-055

AUGUST 1996

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
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PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Personnel Systems Management career ladder (AFSC 3S0X2). Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products upon which this report is based are available for the use of operations and training officials.

The survey instrument was developed by Chief Master Sergeant Herschel Firebaugh, Inventory Development Specialist, with computer programming support furnished by Mrs. Jeanie C. Guesman. Mr. Richard G. Ramos provided administrative support. First Lieutenant T. Scott Koons, Occupational Analyst, analyzed the data and wrote the final report. This report has been reviewed and approved by Mr. James B. Keeth, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS, Attention: Chief, Occupational Analysis Flight (OMY), Randolph AFB Texas 78150-4449 (DSN 487-6623).

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SUMMARY OF RESULTS

1. Survey Coverage: This is the first Occupational Survey Report conducted on the Personnel Systems Management (PSM) career ladder. Personnel were surveyed of obtain current job and task data for use in reviewing training documents and updating training programs. Survey results are based on data collected from 476 active duty, Air National Guard (ANG), and Air Force Reserve (AFRES) Personnel.
2. Specialty Jobs: One cluster and five jobs were identified in the career ladder structure analysis. Sixty to 80 percent of the survey sample grouped in the core PSM Cluster. These personnel focus on the total spectrum of tasks involved in the day-to-day activities of a PSM office. The other five jobs identified were Entry-Level PSM Job, PSM Readiness Job, Chief PSM Job, HQ/MAJCOM PSM Job, and Systems Support Analyst Job.
3. Career Ladder Progression: Members entering this career ladder must hold a 5-skill in the AFSC 3S0X1, Personnel, career ladder. A typical pattern of progression is noted within the PSM career ladder. Personnel at the 3-and 5-skill levels work in the technical jobs of the career ladder and spend most of their time performing personnel data system and PC-III activities. As incumbents move up to the 7-skill level, higher percentages perform supervision and training functions, although a majority of these individuals still perform technical tasks.
4. Training Analysis: The Specialty Training Standard (STS) and Plan of Instruction (POI) for course 3ALR3S032 are generally supported by the survey data. A few areas in both documents had low percentages of personnel performing matched tasks and should be reviewed. Also, several unmatched tasks should be looked at for possible inclusion in future revisions.
5. Job Satisfaction Analysis: The job satisfaction measures for the survey sample were generally high. There are no perceivable differences between skill levels or between active-duty, ANG, or AFRES personnel. Only one of the jobs identified expressed dramatically lower expressed job interest.
6. Special Analysis: A comparison between active duty, ANG, and AFRES personnel found very few differences. While active-duty personnel dominate most of the jobs identified, ANG and AFRES personnel appear to be doing the same basic jobs and performing essentially the same tasks. It was noted, however, that ANG and AFRES personnel are not as specialized as their active-duty counterparts. There are no apparent differences in either training policies or in job satisfaction.
7. Implications: Overall, the AFSC 3S0X2 career ladder is functioning well. Job progression is normal and is described accurately in the AFMAN 36-2108 Specialty Description. Job satisfaction is positive and training appears on track.

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**OCCUPATIONAL SURVEY REPORT (OSR)
PERSONNEL SYSTEMS MANAGEMENT CAREER LADDER
(AFSC 3S0X2)**

INTRODUCTION

This is a report of an occupational survey of the Personnel Systems Management (PSM) career ladder conducted by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron. The survey was conducted to obtain current job and task data. Data collected through this OSR will be utilized by training development personnel to review courses and related training documents.

This career ladder was formerly AFSC 731X0, which was created on 30 April 1989 when various functions were moved from the Personnel specialty (AFSC 732X0). In November 1993, the AFSC was changed to the current 3S0X2 designation. This is the first survey conducted for this AFSC since its creation in 1989.

Background

As described in the AFMAN 36-2108 *Specialty Description* for AFSC 3S0X2, dated 31 October 1994, members: perform PSM functions, prepare and operate personnel system equipment (PSE), and perform operator maintenance and administrative functions. They interface with personnel computer systems activities, develop and revise personnel data systems, and plan and organize personnel data processing systems.

PSM members are also responsible for supervising, planning, and coordinating operations of PSE and activities relating to systems control, equipment, resource management, and personnel data security. They perform functions relating to operation, maintenance, and management of personnel computer systems; and analyze and develop plans for collecting and processing personnel data. They monitor functional personnel information systems and oversee military personnel data activities.

AFSC 3S0X2 is a lateral career ladder, with no direct entry into it from basic training. Members cross-training into the specialty must first obtain a 5-skill level in AFSC 3S0X1, Personnel, and complete course E3ALR3S032 at Keesler AFB MS. Entry into the career ladder currently requires an Armed Forces Vocational Aptitude Battery minimum score of 43 General.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) AFPT 90-3S0-055, dated January 1995. The Inventory Developer prepared a tentative task list by reviewing pertinent career ladder publications, directives, and a previous JI and OSR which included AFSCs 732X0, 731X1, and 732X4. This task list was further refined and validated through personal interviews with 19 subject-matter experts (SMEs) representing a variety of major commands (MAJCOMs) at the following locations:

<u>BASE</u>	<u>UNITS VISITED</u>
Keesler AFB MS	336 TTS
Langley AFB VA	1 MSSQ
Scott AFB IL	375 MSSQ
Randolph AFB TX	AFPC; 12 MSSQ
Lackland AFB TX	37 MSSQ
Hensley Field TX	136 AW
NAS, New Orleans LA	926 MPF

The resulting JI contained a comprehensive listing of 411 tasks grouped under 8 duty headings, with a background section requesting such information as grade, MAJCOM, job title, time in present job, time in service, job satisfaction, functional area, organizational level, prior AFSCs, technical courses completed, and equipment used.

Survey Administration

Survey Control Monitors at base training offices worldwide administered the inventory between April and September 1995 to 461 Active-duty, 154 Air National Guard (ANG), and 58 Air Force Reserve (AFRES) AFSC 3S0X2 personnel holding a 3-, 5-, or 7-skill level DAFSC. Personnel excluded from taking the survey comprised the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring during the

time inventories were administered to the field; and (4) personnel in their job less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center (AFPC), Randolph AFB TX.

Each individual who completed the inventory first filled in an identification and biographical information section and then checked each task performed in the member's current job. After checking all tasks performed, respondents then rated each task on a 9-point scale showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount spent).

To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of the member's time spent on the job. First, the ratings are summed. Each task rating is then divided by the sum of task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across MAJCOMs and paygrades. Table 1 reflects the distribution, by MAJCOM, of active-duty AFSC 3S0X2 personnel. As of April 1995, the 341 active-duty respondents in the final sample represent 67 percent of all assigned active-duty AFSC 3S0X2 personnel. Also included within the sample were 93 ANG and 39 AFRES 3S0X2 personnel, and 3 respondents who did not indicate their component status. Table 2 reflects the distribution percentages by paygrade groups. Overall, the survey respondents are distributed proportionately across MAJCOMs and paygrades (see Tables 1 and 2) and are representative of the assigned population.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 3S0X2 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). These booklets were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

Training Emphasis (TE). TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 49 senior AFSC noncommissioned officers (NCOs) who completed a TE booklet were asked to select tasks they felt required some sort of structured training for entry-level personnel, and then indicate how much training emphasis these tasks should receive,

TABLE 1

MAJCOM DISTRIBUTION OF ACTIVE-DUTY 3S0X2 PERSONNEL

<u>COMMAND</u>	<u>3S0X2</u>	
	<u>PERCENT OF ACTIVE DUTY ASSIGNED</u>	<u>PERCENT OF ACTIVE DUTY SAMPLE</u>
ACC	22	22
AETC	14	14
AFPC	11	12
AMC	11	10
AFMC	9	9
USAFE	9	6
PACAF	8	11
AFSPACE	5	6
AFDW	3	4
AFSOC	2	1
OTHER	6	5
TOTAL	100	100

	<u>ACTIVE-DUTY</u>	<u>AIR NATIONAL GUARD</u>	<u>AIR FORCE RESERVE</u>	<u>TOTAL</u>
Total Assigned:	506	162	63	731
Total Eligible / Surveyed:	461	154	58	673
Total in Survey Sample:	341	93	39	476*
Percent of Assigned in Sample:	67%	57%	62%	65%
Percent of Surveyed in Sample:	74%	60%	67%	71%

- All data are as of April 1995

* Total number in survey does not equal the total number of members identified as ACTIVE-DUTY, ANG, and AFRES

TABLE 2**ACTIVE-DUTY PAYGRADE DISTRIBUTION OF SAMPLE**

<u>PAYGRADE</u>	PERCENT OF ASSIGNED (N=506)	PERCENT OF SAMPLE (N=341)
E-1 to E-3	2	2
E-4	26	28
E-5	37	34
E-6	25	25
E-7	10	11
E-8	0	0
E-9	0	0

from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. There was high agreement among these 49 raters. The average TE rating was 2.15, with a standard deviation of 1.99. Any task with a TE rating of 4.14 or above is considered to have a high TE.

Task Difficulty (TD). TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 39 senior NCOs who completed TD booklets were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high). Interrater reliability was high. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting AFS entry-level jobs.

SPECIALTY JOBS (Career Ladder Structure)

Each Air Force occupational analysis begins with an examination of the career ladder structure. The structure of jobs within the PSM career ladder was examined on the basis of similarity of tasks performed and the percent of time spent ratings provided by job incumbents, independent of other specialty background factors.

Each individual in the sample performs a set of tasks called a Job. A hierarchical grouping program, which is a basic part of the Comprehensive Occupational Data Analysis Program system, creates an individual job description for each respondent (all the tasks performed by that individual and the relative amount of time spent on those tasks). It then compares each job description to every other job description in terms of tasks performed and the relative amount of time spent on each task in the JI. The automated system locates the two job descriptions with the most similar tasks and percent time ratings and combines them to form a composite job description. In successive stages, the system adds new members to the initial group or forms new groups based on the similarity of tasks performed and similar time ratings in the individual job descriptions.

When there is a substantial degree of similarity between jobs, they are grouped together and identified as a Cluster. The job structure resulting from this grouping process (the various jobs and clusters within the career ladder) can be used to evaluate the accuracy of career ladder

documents (Career Field Education and Training Plans (CFETP), AFMAN 36-2108 *Specialty Description*, and Specialty Training Standards (STS)), and to gain a better understanding of current utilization patterns.

Overview of Specialty Jobs

Based on the similarity of tasks performed and the amount of time spent performing each task, one cluster and five jobs were identified within the AFSC 3S0X2 survey sample. A listing of these jobs is provided below and illustrated in Figure 1. The stage (ST) number shown beside each title references computer-generated information; the letter "N" stands for the number of personnel in each group.

- I. ENTRY-LEVEL PERSONNEL SYSTEMS MANAGEMENT JOB (STG068, N=18)
- II. PERSONNEL SYSTEMS MANAGEMENT CLUSTER (STG097, N=322)
- III. PERSONNEL SYSTEMS MANAGEMENT READINESS JOB (STG199, N=5)
- IV. CHIEF, PERSONNEL SYSTEMS MANAGEMENT JOB (STG087, N=9)
- V. HQ/MAJCOM PERSONNEL SYSTEMS MANAGEMENT JOB (STG054, N=14)
- VI. SYSTEMS SUPPORT ANALYST JOB (STG079, N=5)

The respondents forming these jobs account for 78 percent of the survey sample. The remaining 22 percent are performing tasks or a series of tasks which do not group with any of the defined jobs. Some job titles for these individuals include: BLMPS Design Analyst, Personnel Concept (PC-III) Configuration Manager, Data Retrieval Analyst, Computer Support Technician, NCOIC Accession and Loss, and Instructor PMS.

Group Descriptions

The following paragraphs contain brief descriptions of the one cluster and five jobs identified through the career ladder structure analysis. Also presented are two tables which reflect the time incumbents spend on duties and selected background data for each group. Table 3 presents the relative time spent by respondents in each job across each duty listed in the JI. Table 4 displays selected background information, for each job discussed within this report. Appendix A at the back of this OSR lists representative tasks performed by active-duty, ANG, and AFRES members of each group.

3S0X2 Specialty Jobs

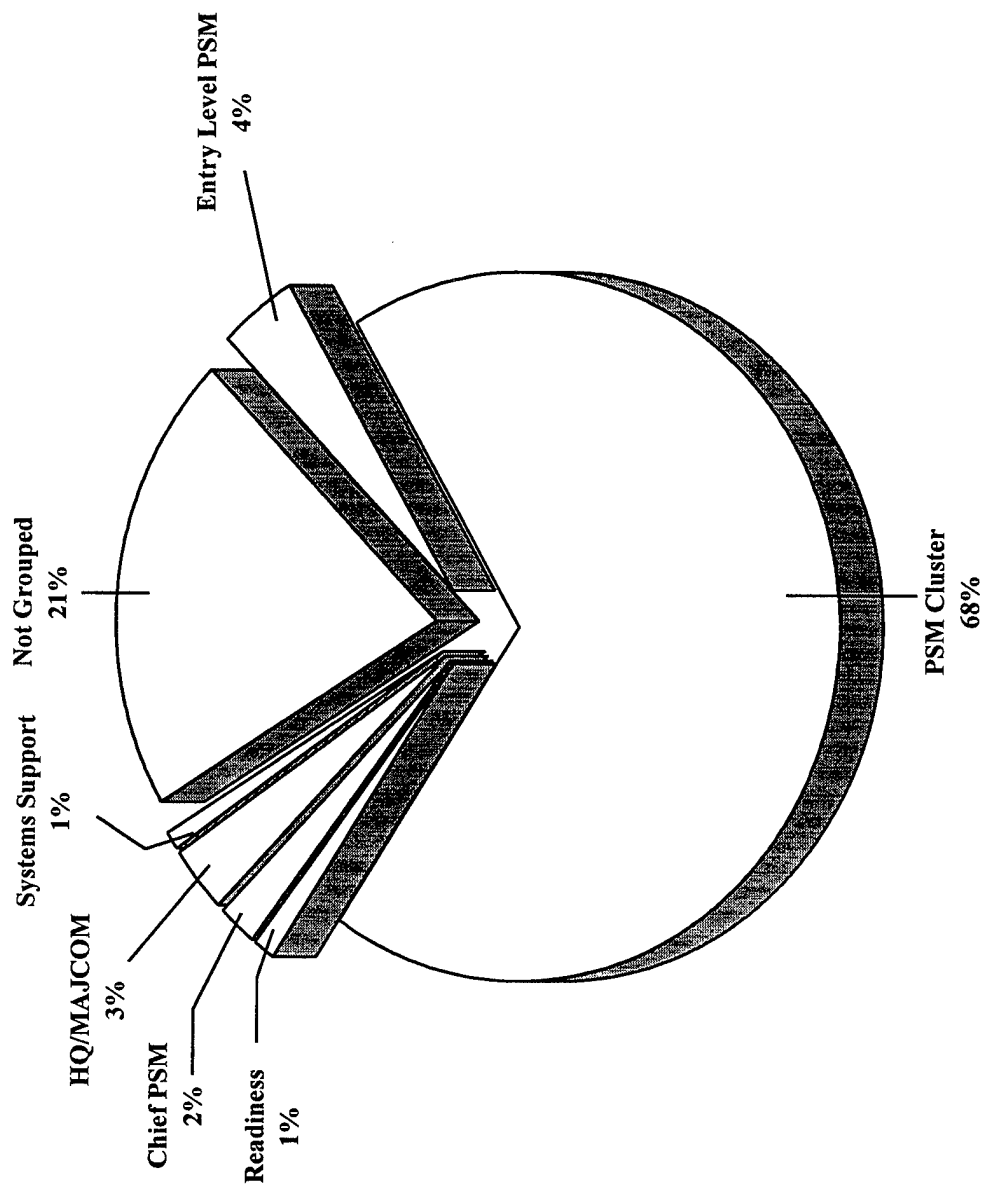


FIGURE 1

TABLE 3

AVERAGE TIME SPENT ON DUTIES BY JOBS

DUTIES	ENTRY LEVEL PSM (STG068)	PERSONNEL SYSTEMS MANAGEMENT CLUSTER (STG097)		PSM READINESS (STG199)
A ORGANIZING AND PLANNING	3	6	6	12
B DIRECTING AND IMPLEMENTING	*	4	4	8
C INSPECTING AND EVALUATING	1	3	3	6
D TRAINING	1	3	3	5
E PERFORMING PERSONNEL DATA SYSTEM ACTIVITIES	67	43	43	19
F PERFORMING PERSONNEL CONCEPT (PC-III) ACTIVITIES	26	34	34	7
G PERFORMING SYSTEM ANALYSIS ACTIVITIES	1	3	3	*
H PERFORMING CONTINGENCY OR READINESS ACTIVITIES	1	3	3	43

* Denotes less than one percent members performing

NOTE: Columns may not total 100 percent due to rounding

TABLE 3 (CONTINUED)

AVERAGE TIME SPENT ON DUTIES BY JOBS

DUTIES	CHIEF PSM (STG087)	HQ/MAJCOM PSM (STG054)	SYSTEMS SUPPORT ANALYST (STG079)
A ORGANIZING AND PLANNING	23	18	24
B DIRECTING AND IMPLEMENTING	16	7	12
C INSPECTING AND EVALUATING	15	8	12
D TRAINING	12	3	6
E PERFORMING PERSONNEL DATA SYSTEM ACTIVITIES	24	45	22
F PERFORMING PERSONNEL CONCEPT (PC-III) ACTIVITIES	8	*	1
G PERFORMING SYSTEM ANALYSIS ACTIVITIES	3	16	24
H PERFORMING CONTINGENCY OR READINESS ACTIVITIES	*	3	0

* Denotes less than one percent members performing

NOTE: Columns may not total 100 percent due to rounding

TABLE 4

SELECTED BACKGROUND DATA FOR JOBS

ENTRY LEVEL PSM (STG068)	PSM CLUSTER (STG097)	PSM READINESS (STG199)	CHIEF PSM (STG087)	HQ/ MAJCOM PSM (STG054)	SYSTEMS SUPPORT ANALYST (STG079)
NUMBER IN GROUP	322	5	9	14	5
PERCENT OF SAMPLE	68%	1%	2%	3%	1%
PERCENT IN CONUS	83%	60%	78%	100%	100%
DAFSC DISTRIBUTION:					
3S032	4%	0%	0%	0%	0%
3S052	45%	20%	0%	0%	0%
3S072	50%	80%	100%	100%	100%
PAYGRADE DISTRIBUTION:					
E-1 TO E-3	2%	0%	0%	0%	0%
E-4	22%	0%	0%	0%	0%
E-5	26%	0%	11	36%	20
E-6	23%	40%	56%	43%	60%
E-7	26%	60%	33	21	20
E-8	1%	0	0%	0%	0%
E-9	0%	0%	0%	0%	0%
AVG MONTHS IN CAREER	75	68	101	110	147
FIELD (TICF)					
PERCENT IN FIRST CAREER					
FIELD ASSIGNMENT (1-48	33%	40%	22%	0%	0%
MOS TICF)					
AVG NUMBER OF TASKS	155	147	102	76	32
PERFORMED					
PERCENT SUPERVISING	51%	60%	89%	14%	80%

* Less than 1 percent

NOTE: Columns may not total 100 percent due to rounding

I. ENTRY-LEVEL PERSONNEL SYSTEMS MANAGEMENT JOB (STG068, N=18). Personnel in this job are very new to the career ladder and are performing a limited number of tasks as they learn their jobs (average number of tasks performed is 47). Sixty-seven percent of their time is spent on tasks relating to Personnel Data System Activities (see Table 3). Their work involves running the day-to-day activities of a PSM office. Examples of tasks performed include:

- add, modify, delete, or reset users
- monitor distributive print
- process distributive print
- suspense purge report lists, HAF rejects lists, or JUMPS rejects
- reset user passwords
- process AUTODIN transcripts

Sixty-one percent of these members are in their first career field assignment (1-48 months TICF). Of these, 55 percent have less than 12 months experience in the career ladder. Eighty-three percent are in paygrades E-4 and E-5. Seventy-eight percent of the members are active-duty and 78 percent are assigned to the CONUS.

II. PERSONNEL SYSTEMS MANAGEMENT CLUSTER (STG097, N=322). This is the core job of the career ladder, comprising 68 percent of the survey respondents. Unlike members of Group I above, these personnel focus on the total spectrum of PSM activities. Both technicians and supervisory personnel are represented in the cluster. Seventy-seven percent of the tasks performed by its members relate to personnel data system or PC-III activities (see Table 3). These individuals perform a broad range of duties within their PSM units, performing an average of 155 tasks. Commonly performed tasks include:

- add, modify, delete, or reset users
- reset user passwords
- load system releases or patches
- emulate users
- perform full system backups
- execute basic disk operating systems (DOS) and UNIX commands
- initiate systems shutdowns
- correct equipment problems
- backup or restore local data bases

Forty-five percent of these members report holding a 5-skill level, while 50 percent indicate they hold the 7-skill level. Predominant paygrades for these personnel are E-4 through E-7. Sixty-seven percent have 49 or more months time in the career field. As for component status, 49 percent are regular active-duty members, 19 percent are ANG on active-duty, 14 percent are ANG Technicians, and 14 percent are AFRES Technicians.

III. PERSONNEL SYSTEMS MANAGEMENT READINESS JOB (STG199, N=5).

The five members of this job concentrate 43 percent of their job time performing contingency or readiness activities. These incumbents also dedicate over 30 percent of their time to administrative and training functions. They perform 147 tasks on the average. Typical tasks performed in this job include:

- load manpower and personnel-base level (MANPER-B) releases or
manpower force (MANFOR) releases
- load routing indicator data bases
- load personnel data base refreshments or replacements
- update MANPER-8 data bases
- establish equipment or supply requirements for PERSCO control
teams
- prepare contingency exercise mobility (CEM) orders for deployments
or exercise operations

Job incumbents average 68 months TICF and 80 percent have less than 48 months time in their present job. Eighty percent hold a 7-skill level. Sixty percent of the members are assigned to CONUS bases. Three of the members hold the rank of MSgt, while the other two hold the rank of TSgt. Only 20 percent of the members are active-duty. Another 20 percent is active-duty ANG, 40 percent AFRES Technician, and 20 percent ANG technician.

IV. CHIEF, PERSONNEL SYSTEMS MANAGEMENT JOB (STG087, N=9).

Members in this job are the senior-level individuals within the career ladder. They perform primarily supervisory functions and spend a majority of their time (66 percent) performing supervisory and administrative tasks (see Table 3). Their job is characterized by directing, planning, and coordinating the day-to-day activities of larger PSM units. Members perform an average of 102 tasks, which include:

- participate in general meetings, such as staff meetings or briefings,
other than conducting
- plan or schedule work assignments or priorities
- conduct general meetings, such as staff meetings or briefings

- determine work priorities
- interpret policies, directives, or procedures for subordinates
- establish work schedules

Seventy-eight percent of the members in this job are located at CONUS bases. Fifty-six percent of the members have a paygrade of E-6, and supervise an average of six individuals each. One hundred percent hold a 7-skill level, and individuals average 101 months TICF. Eighty-nine percent of the members are active-duty, while the other 11 percent are ANG Technicians.

V. HQ/MAJCOM PERSONNEL SYSTEMS MANAGEMENT JOB (STG054, N=14). Members of this job are defined by their duty locations. They do not support bases, but rather they support MAJCOMs or Numbered Air Force commands. Job incumbents spend 45 percent of their time performing personnel data system activities. These airmen perform 76 tasks on the average. Typical tasks performed in this job include:

- write ATLAS variable inquiries
- troubleshoot hardware, software, or communication problems
- research problems with computer products
- execute basic disk operating system (DOS) and UNIX commands
- request systems changes
- participate in general meetings, such as staff meetings or briefings, other than conducting

Job incumbents have an average of 110 months TICF. Forty-three percent of the members hold the rank of TSgt and 100 percent have a 7-skill level. One hundred percent of the members are assigned to CONUS bases. Fourteen percent of the members are assigned to Numbered Air Forces, 50 percent are assigned to MAJCOMs, and 29 percent are assigned to AFPC. Only 14 percent of the members indicated that they supervise anyone. This job is 100 percent comprised of active-duty personnel.

VI. SYSTEMS SUPPORT ANALYST JOB (STG079, N=5). This is the most diverse job within the career ladder. It consists of members assigned to AFPC at Randolph AFB TX. Job members have a variety of responsibilities but are connected by the technical and computer support they provide to other agencies. Members spend 24 percent of their time on systems analysis activities and 24 percent of their time organizing and planning. They perform an average of 32 tasks. Tasks that reflect the nature of the job performed by these group members include:

- determine work priorities
- plan or schedule work assignments or priorities
- initiate or process AF Forms 804 (Personnel Data Systems Requirement/Change Request)
- perform MAJCOM or AFPC analyses of proposals for modifications of new systems
- develop work methods or procedures
- analyze outputs from systems tests

Eighty percent of the members report supervising individuals. Sixty percent of the members hold the rank of E-6, and 100 percent have a 7-skill level. Job incumbents have an average of 147 months TICF, and 51 months in their present job. One hundred percent of the job incumbents are active-duty.

Summary

The PSM career ladder is extremely homogeneous, with most personnel performing a common job of running the day-to-day activities of a PSM office. Active-duty, ANG, and AFRES personnel were performing four of the six jobs, with two jobs (HQ/MAJCOM PSM Job and Systems Support Analyst) being performed only by active-duty personnel. Experience level clearly defines the tasks being performed. Job incumbents with little experience are just learning the job and therefore focus their attention on a relatively small number of tasks. As experience is gained, members begin to perform a wider range of tasks, as well as taking on supervisory responsibilities.

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may be used to evaluate how well career ladder documents, such as the CFETP, AFMAN 36-2108 *Specialty Description*, and the STS reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs for both active-duty and ANG and AFRES respondents is displayed in Table 5, while Table 6 offers another perspective by displaying percent time spent on each duty across the skill-level groups.

TABLE 5

DISTRIBUTION OF SKILL LEVEL MEMBERS ACROSS JOBS
(PERCENT)

SPECIALTY JOBS	ACTIVE-DUTY			ANG & AFRES	
	DAFSC 3S032 (N=27)	DAFSC 3S052 (N=166)	DAFSC 3S072 (N=146)	DAFSC 3S052 (N=40)	DAFSC 3S072 (N=91)
I. ENTRY LEVEL PSM	18	5	1	0	3
II. PERSONNEL SYSTEMS MANAGEMENT CLUSTER	46	70	67	33	88
III. PSM READINESS	0	*	2	3	3
IV. CHIEF PSM	0	0	4	0	1
V. HQ/MAJCOM PSM	0	0	6	0	0
VI. SYSTEMS SUPPORT ANALYST	0	0	2	0	0
OTHER (NOT GROUPED)	36	25	18	64	5

* Less than 1 percent

NOTE: Columns may not total 100 percent due to rounding

TABLE 6

TIME SPENT ON DUTIES BY SKILL LEVEL GROUPS
(RELATIVE PERCENT OF JOB TIME)

JOB	ACTIVE-DUTY				ANG & AFRES	
	DAFSC (N=27)	DAFSC 3S052 (N=166)	DAFSC 3S072 (N=146)	DAFSC 3S052 (N=40)	DAFSC 3S072 (N=91)	
A ORGANIZING AND PLANNING	5	7	13	5	8	
B DIRECTING AND IMPLEMENTING	2	3	8	3	5	
C INSPECTING AND EVALUATING	1	2	7	2	4	
D TRAINING	1	2	6	3	4	
E PERFORMING PERSONNEL DATA SYSTEM ACTIVITIES	53	47	36	37	42	
F PERFORMING PERSONNEL CONCEPT (PC-III) ACTIVITIES	35	33	20	39	26	
G PERFORMING SYSTEM ANALYSIS ACTIVITIES	1	3	9	2	3	
H PERFORMING CONTINGENCY OR READINESS ACTIVITIES	3	2	2	10	7	

NOTE: Columns may not add to 100 percent due to rounding

A typical pattern of progression is noted within the active-duty AFSC 3S0X2 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time performing personnel data system and PC-III activities. As incumbents move up to the 7-skill level, higher percentages perform supervision and training functions, although a majority of these individuals (67 percent) are still classified within the PSM Cluster.

Skill-Level Descriptions

Active-duty DAFSC 3S032. The 27 active-duty airmen in the 3-skill level group, representing 6 percent of the survey sample, perform an average of 71 tasks and spend most of their job time performing personnel data system activities (Table 6). Forty-six percent are working in the PSM Cluster, while another 18 percent are in the Entry Level PSM Job (Table 5). The focus of their job is shown by Table 7, which lists representative tasks performed by active-duty 3-skill level incumbents. Most tasks listed relate to Duty E, Performing Personnel Data System Activities, and Duty F, Performing Personnel Concept (PC-III) Activities.

Active-duty DAFSC 3S052. The 166 active-duty airmen in the 5-skill level group represent 35 percent of the total survey sample. They perform an average of 106 tasks. As with 3-skill level personnel, the largest percentage of these incumbents (70 percent) are working in the PSM Cluster. Very few of these incumbents are found in the Entry-Level PSM Job.

Representative tasks performed by 5-skill level incumbents are listed in Table 8. Table 9 reflects those tasks which best differentiate 5-skill level personnel from their 3-skill level counterparts. All tasks in the table show a negative value, indicating that 5-skill level personnel are performing all the tasks performed by 3-skill level personnel. The major difference between the two groups is that 5-skill level personnel perform a broader range of tasks.

Active-duty DAFSC 3S072. The 146 7-skill level personnel perform an average of 113 tasks and represent 31 percent of the survey sample. Like the 3- and 5-skill levels, the 7-skill level personnel still spend over 50 percent of their time performing personnel data system and PC-III activities (see Table 6). Only 34 percent of their time is spent in supervisory or training functions. Accordingly, 67 percent of 7-skill level personnel work in the PSM Cluster. However, small percentages of 7-skill level personnel can also be found in the other jobs identified (see Table 5). Table 10 lists the most common tasks performed by 7-skill level personnel. Most of these involve supervisory functions intermixed with technical tasks. Table 11 shows those tasks which best differentiate the 5- and 7-skill levels. As expected, the key differences are a greater emphasis on supervisory and administrative functions and significantly less emphasis on technical tasks at the 7-skill level.

TABLE 7

REPRESENTATIVE TASKS PERFORMED BY ACTIVE-DUTY 3S032 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=27)
F234 Emulate users	89
F223 Add, modify, delete, or reset users	85
E145 Distribute Jumps Uniform Military Pay System (JUMPS) transaction registers (TRs)	81
F230 Correct equipment problems	81
F268 Reset user passwords	78
E217 Troubleshoot hardware, software, or communication problems	78
F286 Terminate user sessions	78
E138 Decollate computer products	74
E201 Process distributive print	74
E153 Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	74
E152 Execute basic disk operating systems (DOS) and UNIX commands	74
F257 Perform full system backups	74
F244 Load system releases or patches	74
E185 Monitor distributive print	70
E205 Request retransmissions of missing or misrouted AUTODIN packages	70
E144 Distribute computer products, other than BMDS interface products	70
E172 Maintain automatic digital network (AUTODIN) or ADDRESS messages	63
E208 Research problems with computer products	63
F238 Initiate systems shutdowns	63
E215 Suspense purge report lists, HAF rejects lists, or JUMPS rejects	59
E200 Process AUTODIN transactions	59
F224 Backup or restore local data bases	59
E212 Schedule system end-of-day personnel files	56
E203 Process reentry disks for traffic safety, social actions, hospital, dental, or education offices	56

TABLE 8

REPRESENTATIVE TASKS PERFORMED BY ACTIVE-DUTY 3S052 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=166)
F223	Add, modify, delete, or reset users	87
F268	Reset user passwords	87
E152	Execute basic disk operating systems (DOS) and UNIX commands	85
F234	Emulate users	84
F257	Perform full system backups	83
F286	Terminate user sessions	83
F244	Load system releases or patches	83
E217	Troubleshoot hardware, software, or communication problems	81
E127	Construct and input immediate inquiries or update messages	80
E126	Construct and input deferred inquiry requests	77
E204	Report hardware and PC-III software problems to AFPC	77
F224	Backup or restore local data bases	77
E145	Distribute Jumps Uniform Military Pay System (JUMPS) transaction registers (TRs)	77
F260	Print or view end point status reports	77
F238	Initiate systems shutdowns	77
E153	Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	75
F230	Correct equipment problems	75
F249	Maintain PC-III login/password designations	73
E208	Research problems with computer products	73
F267	Report system problems to field assistance centers (FACs)	73
F239	Input broadcast messages	73
F283	Set user default printers	73
E182	Maintain master file copies of listings, such as TRs, HAF rejects, purges, or strength reports	72
E133	Coordinate system releases	72
E205	Request retransmissions of missing or misrouted AUTODIN packages	70
E122	Brief MPF personnel concerning personnel system programs	69
E185	Monitor distributive print	69
E178	Maintain local BLPS or PC-III tables	69
F242	Install new software	69
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	68
E119	Assist MPF work centers on constructing deferred inquiries	68
E138	Decollate computer products	67
F255	Monitor status reports	67

TABLE 9

**TASKS BEST DIFFERENTIATING BETWEEN
ACTIVE-DUTY DAFSC 3S032 AND 3S052 PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS	DAFSC 3S032 (N=27)	DAFSC 3S052 (N=166)	DIFF
E121 Brief military personnel flight (MPF) chief or section	22	57	-34
F280 Schedule weekly automatic (AUTO)-reboots	11	45	-33
E147 Establish local base-level personnel system (BLPS) or PC-III tables	30	63	-33
E143 Distribute base manpower data system (BMDS) interface products to workcenters	11	44	-33
F243 Interpret interactive communicative interface (ICI) error codes	19	51	-32
F278 Schedule full refreshes	22	54	-32
E120 Brief data processing centers (DPCs) or regional processing centers (RPCs) of system processing problems	26	57	-31
G329 Schedule load of system releases with DPCs or RPCs	7	38	-31
E176 Maintain liaison with major command (MAJCOM) or Air Force Personnel Center (AFPC) on PSM programs	22	52	-30
E193 Perform emergency equipment power-off procedures	22	52	-30
F288 Trace PC-III applications	22	52	-30
E137 Create interface files	7	36	-29
E189 Monitor purge report lists	15	43	-29
E150 Evaluate deferred inquiry requests	22	51	-28
F245 Maintain address tables	22	50	-28
F254 Monitor or correct mailman utilities	30	58	-28
F252 Modify or correct failed application headers	33	60	-27
F253 Monitor or correct ICI error codes	19	45	-27
F289 Transfer central tables	11	38	-27
E186 Monitor interfaces between BMDS and PSM	11	37	-26
E187 Monitor physical security of PDSs	26	52	-26

TABLE 10

REPRESENTATIVE TASKS PERFORMED BY ACTIVE-DUTY 3S072 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=146)
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	86
A5	Determine work priorities	84
E152	Execute basic disk operating systems (DOS) and UNIX commands	73
A22	Plan or schedule work assignments or priorities	70
A9	Develop work methods or procedures	68
E217	Troubleshoot hardware, software, or communication problems	68
E208	Research problems with computer products	68
B33	Counsel personnel on personal matters	66
E126	Construct and input deferred inquiry requests	65
E127	Construct and input immediate inquiries or update messages	65
B44	Inventory equipment, tools, or supplies	62
A4	Determine space, personnel, equipment, or supply requirements	62
E176	Maintain liaison with major command (MAJCOM) or Air Force Personnel Center (AFPC) on PSM programs	62
F234	Emulate users	62
A17	Establish work schedules	60
E219	Upload or download files via file transfer protocol	60
E133	Coordinate system releases	60
E121	Brief military personnel flight (MPF) chief or section chiefs of trends or problems in personnel data system	59
F244	Load system releases or patches	59
D88	Conduct OJT	58
C56	Conduct performance feedback sessions	58
F223	Add, modify, delete, or reset users	58
E164	Initiate or process AF Forms 3215 (Communications-Computer Systems Requirement Document)	58
E211	Review system modifications, changes, or conversions	58
E153	Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	57
B43	Interpret policies, directives, or procedures for subordinates	57
F268	Reset user passwords	57
F286	Terminate user sessions	57
F239	Input broadcast messages	57
B46	Orient newly assigned personnel	55
F260	Print or view end point status reports	55
E150	Evaluate deferred inquiry requests	55
E122	Brief MPF personnel concerning personnel system programs	55
F238	Initiate systems shutdowns	55
C65	Evaluate personnel for compliance with work standards or procedures	54
A13	Establish performance standards for subordinates	54
A16	Establish suspense systems	54

TABLE 11

**TASKS BEST DIFFERENTIATING BETWEEN
ACTIVE-DUTY DAFSC 3S052 AND 3S072 PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS	DAFSC 3S052 (N=166)	DAFSC 3S072 (N=146)	DIFF
E145 Distribute Jumps Uniform Military Pay System (JUMPS) transaction registers (TRs)	76	43	33
F257 Perform full system backups	83	53	30
F268 Reset user passwords	87	57	30
F223 Add, modify, delete, or reset users	87	58	29
F224 Backup or restore local data bases	77	50	27
F283 Set user default printers	73	47	26
F286 Terminate user sessions	83	57	26
E204 Report hardware and PC-III software problems to AFPC	77	52	25
E138 Decollate computer products	67	42	25
<hr/>			
B33 Counsel personnel on personal matters	22	66	-44
A22 Plan or schedule work assignments or priorities	30	70	-40
C56 Conduct performance feedback sessions	19	58	-39
C65 Evaluate personnel for compliance with work standards or procedures	16	54	-38
B52 Supervise Personnel Systems Management Journeymen (AFSC 3S052)	13	49	-37
A1 Assign personnel to duty positions	2	38	-36
B37 Direct or implement OJT programs	14	49	-35
D94 Determine OJT requirements	10	45	-35
A28 Schedule leaves or passes	17	52	-35

ANG and AFRES DAFSC 3S052. The 40 airmen in the ANG/AFRES 5-skill level group represent 8 percent of the total survey sample and perform an average of 75 tasks. Table 6 shows that 5-skill level personnel spend 76 percent of their relative job time performing data systems or PC-III activities. Table 5 shows that 5-skill level personnel are either grouped with the PSM Cluster, PSM Readiness Job, or are not grouped. Representative tasks may be found in Table 12.

ANG and AFRES DAFSC 3S072. ANG and AFRES 7-skill level personnel constitute 19 percent of the survey sample and perform an average of 183 tasks. The majority of their time (68 percent) is still spent performing personnel data system or PC-III activities, but they also reported an increased time spent on supervisory and training duties (21 percent). The ANG and AFRES 7-skill level personnel are more involved with technical tasks than their active-duty counterparts. No ANG or AFRES 7-skill level personnel group with the HQ/MAJCOM PSM Job or the Systems Support Job. Table 13 provides a list of representative tasks for these incumbents. Most of these tasks involve technical functions.

Tasks which best differentiate 7-skill level personnel from the 5-skill level ANG and AFRES personnel are presented in Table 14.

Differences Between Active-duty and ANG and AFRES DAFSC 3S0X2. There were several noticeable differences between the active-duty and ANG and AFRES personnel. Table 15 shows that higher percentages of ANG and AFRES personnel concentrate on contingency or readiness activities while more active-duty personnel perform pay systems and Freedom of Information Act tasks. ANG and AFRES personnel perform, on an average, over 40 more tasks than their active-duty counterparts. Many of the differences found between the active-duty and ANG and AFRES skill levels are the result of a difference in organizational structure of the two agencies. As can be expected, there are more active-duty personnel to do the jobs, therefore, they can be more specialized than ANG and AFRES personnel. It is this specialization which appears to produce the differences between the active-duty members and the ANG and AFRES members, not the actual content of the job.

Summary

A normal career ladder progression within the active-duty AFSC 3S0X2 career ladder is evident with personnel at the 3-skill level spending the vast majority of their job time performing technical tasks. A slight shift towards supervisory functions occurs at the 5-skill level, but members still spend more than 80 percent of their duty time performing technical functions. Personnel at the 7-skill level still perform over 50 percent of their time on technical tasks, but are distinguished by their increased time spent on supervisory duties when compared to the more junior personnel. Personnel at this level also perform jobs which require more technical expertise, judgment, and experience. All members of the ANG and AFRES tend to perform a large amount of technical tasks due to the limited number of personnel.

TABLE 12

REPRESENTATIVE TASKS PERFORMED BY ANG/AFRES 3S052 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=40)
F223	Add, modify, delete, or reset users	90
F268	Reset user passwords	83
F234	Emulate users	85
E152	Execute basic disk operating systems (DOS) and UNIX commands	73
F271	Retrieve BLPS end-of-day (EOD) products	60
E127	Construct and input immediate inquiries or update messages	70
E138	Decollate computer products	60
F249	Maintain PC-III login/password designations	65
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	55
E144	Distribute computer products, other than BMDS interface products	60
F220	Access or review system generated files	55
E126	Construct and input deferred inquiry requests	63
F257	Perform full system backups	53
F260	Print or view end point status reports	58
E175	Maintain internal security and password systems	55
F224	Backup or restore local data bases	43
F221	Add new user group	48
E182	Maintain master file copies of listings, such as TRs, HAF rejects, purges, or strength reports	48
F230	Correct equipment problems	50
F238	Initiate systems shutdowns	50
E171	Maintain administrative files	55
F286	Terminate user sessions	55
F236	Generate disk files	48
E129	Construct report on individual personnel (RIP) requests	43
F283	Set user default printers	40
D87	Conduct initial personnel concept (PC-III) system training	50

TABLE 13

REPRESENTATIVE TASKS PERFORMED BY ANG/AFRES 3S072 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=91)
F234	Emulate users	93
F223	Add, modify, delete, or reset users	95
E126	Construct and input deferred inquiry requests	89
E152	Execute basic disk operating systems (DOS) and UNIX commands	92
E127	Construct and input immediate inquiries or update messages	89
F260	Print or view end point status reports	95
E144	Distribute computer products, other than BMDS interface products	85
D87	Conduct initial personnel concept (PC-III) system training	87
E217	Troubleshoot hardware, software, or communication problems	87
E182	Maintain master file copies of listings, such as TRs, HAF rejects, purges, or strength reports	90
F268	Reset user passwords	92
E114	Analyze end-of-week systems management trend statistics	91
F249	Maintain PC-III login/password designations	93
A5	Determine work priorities	89
F230	Correct equipment problems	89
E208	Research problems with computer products	92
E122	Brief MPF personnel concerning personnel system programs	90
E117	Analyze purge report lists	90
E119	Assist MPF workcenters on constructing deferred inquiries	88
E153	Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	86
E121	Brief military personnel flight (MPF) chief or section chiefs of trends or problems in personnel data system	87
E116	Analyze Headquarters Air Force (HAF) purges	91
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	85
E178	Maintain local BLPS or PC-III tables	92
A9	Develop work methods or procedures	81

TABLE 14

**TASKS BEST DIFFERENTIATING BETWEEN
ANG/AFRES DAFSC 3S052 AND 3S072 PERSONNEL
(PERCENT MEMBERS PERFORMING)**

TASKS	DAFSC 3S052 (N=40)	DAFSC 3S072 (N=91)	DIFF
E195 Perform risk analyses	15	82	-67
E163 Initiate or process AF Forms 1945 (Personnel Systems Exception Report)	13	76	-63
E117 Analyze purge report lists	28	90	-63
E189 Monitor purge report lists	25	87	-62
E116 Analyze Headquarters Air Force (HAF) purges	30	91	-61
E204 Report hardware and PC-III software problems to AFPC	28	87	-59
F267 Report system problems to field assistance centers (FACs)	25	84	-59
E186 Monitor interfaces between BMDS and PSM	8	66	-58
E209 Retrieve deferred inquiry requests	28	86	-58
E187 Monitor physical security of PDSs	23	80	-58
E203 Process reentry disks for traffic safety, social actions, hospital, dental, or education offices	18	74	-56
E183 Maintain PDS reference sources	20	76	-56
E150 Evaluate deferred inquiry requests	20	76	-56
E147 Establish local base-level personnel system (BLPS) or PC-III tables	30	86	-56
E215 Suspend purge report lists, HAF rejects lists, or JUMPS rejects	30	86	-56
E184 Monitor corrections of deficiencies due to HAF or JUMPS rejects, purges, reconciliations, or trend analyses	30	86	-56
A14 Establish procedures for accountability of equipment, tools, or supplies	18	73	-55
F280 Schedule weekly automatic (AUTO)-reboots	13	67	-55
E164 Initiate or process AF Forms 3215 (Communications-Computer Systems Requirement Document)	23	77	-54
E176 Maintain liaison with major command (MAJCOM) or Air Force Personnel Center (AFPC) on PSM programs	23	77	-54
F272 Retrieve system releases documentation or 0002 system notices	28	81	-54
A17 Establish work schedules	10	64	-54

TABLE 15
TASKS BEST DIFFERENTIATING BETWEEN
ACTIVE-DUTY AND ANG/AFRES DAFSC 3S0X2 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS	ACTIVE-DUTY		ANG/AFRES		DIFF
	DAFSC 3S0X2 (N=341)		DAFSC 3S0X2 (N=132)		
E195		Perform risk analyses	61		-36
D87	26	Conduct initial personnel concept (PC-III) system training	75		-35
E125	40	Clear purge report lists	59		-30
E179	29	Maintain logs of stored base-level AF Forms 1945 (Personnel System Exception Report)	57		-30
H367	27	Load manpower and personnel-base level (MANPER-B) releases or manpower force (MANFOR) releases	35		-30
H390	5	Prepare contingency exercise mobility (CEM) orders for deployments or exercise operations	35		-30
H408	5	Update MANPER-B data bases	35		-30
H371	15	Load support software, such as Sarah-Lite or Enable	45		-29
E148	23	Establish loss-of-computer support procedures	52		-29
H369	9	Load personnel data base refreshments or replacements	37		-28
H370	6	Load routing indicator data bases	34		-28
H383	14	Monitor pseudoremove listings	41		-27
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E145	62	Distribute Jumps Uniform Military Pay System (JUMPS)	24		38
E202	51	Process Freedom of Information Act (FOIA) requests	20		31
E201	60	Process distributive print	31		28
E161	31	Initiate or process AF Forms 1209 (Document Transmittal (JUMPS))	3		27
E212	54	Schedule system end-of-day personnel files	27		27
E185	62	Monitor distributive print	40		22
F253	41	Monitor or correct ICI error codes	22		19
F243	46	Interpret interactive communicative interface (ICI) error codes	27		18
E199	33	Print files from RPCs using regional print hardware	15		17
F289	36	Transfer central tables	20		17

ANALYSIS OF AFMAN 36-2108 *SPECIALTY DESCRIPTION*

Survey data were compared to the AFMAN 36-2108 *Specialty Description* for Personnel Systems Management, effective 31 October 1994. This specialty description is intended to provide a broad overview of the duties and responsibilities of each skill level. In general, the specialty description covers the tasks and jobs performed by career ladder personnel.

MAJCOM GROUPS

Percent members performing tasks within the different MAJCOMs were analyzed for major differences (see Table 16). While the majority of the tasks performed do not vary among MAJCOMs, there were a few differences in tasks performed. Members of AFPC perform an average of only 31 tasks, as compared to an average of 103 tasks performed by members of all other MAJCOMs. This is not surprising since AFPC personnel perform unique jobs which are not representative of the career ladder. While average TAFMS for all MAJCOMs are similar, AFPC individuals have an average of 20 more months TICF (see Table 16).

TRAINING ANALYSIS

Occupational survey data represent one of many sources of information which are used to assist in the development of training programs for career ladder personnel. OSR data useful to training personnel include job descriptions for the various jobs performed within a career ladder, distribution of personnel across career ladder jobs, percentages of personnel performing specific tasks, and percentages of personnel maintaining specific equipment or systems, as well as the difficulty of tasks and TE ratings gathered from senior members of the career ladder.

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can help technical school personnel decide which entry-level training tasks to emphasize. These ratings, based on the judgments of senior career ladder NCOs at operational units, provide training personnel with a rank ordering of those tasks considered important for first-assignment airman training (TE), and a measure of the difficulty of those tasks (TD). When combined with data on the percentages of first-assignment personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors (TE and TD), accompanied by

TABLE 16

SELECTED BACKGROUND DATA FOR ACTIVE-DUTY 3S0X2 MAJOR COMMAND GROUPS

	AD SAMPLE (N=341)	USAF (N=5)	AETC (N=49)	ACC (N=74)	SPACECOM (N=21)	USAF (N=21)
PERCENT OF TOTAL SAMPLE	72	1	10	16	4	4
AVERAGE NUMBER OF TASKS PERFORMED	107	158	66	72	71	61
DAFSC DISTRIBUTION						
3S032	8	0	12	7	19	0
3S052	49	60	53	53	48	62
3S072	43	40	35	39	29	38
PAYGRADE DISTRIBUTION						
E-1 to E-3	2	0	2	3	0	0
E-4	28	20	37	28	43	38
E-5	34	60	31	32	29	24
E-6	25	20	16	28	24	19
E-7	11	0	14	8	5	19
E-8	0	0	0	0	0	0
E-9	0	0	0	0	0	0
PERCENT IN CONUS	81	100	98	88	100	0
AVERAGE MONTHS TAFMS	128	109	126	122	118	123
AVERAGE MONTHS TICF	76	68	70	73	59	72
TIME IN PRESENT JOB	75	60	84	73	90	72
PERCENT SUPERVISING	36	20	35	56	34	58
FIND JOB INTERESTING						
FEEL JOB UTILIZES THEIR TALENTS	86	100	78	88	100	86
FEEL JOB UTILIZES THEIR TRAINING	79	100	71	86	90	81
SENSE OF ACCOMPLISHMENT	88	100	82	91	90	90
PLAN TO REENLIST	73	100	67	76	57	95

TABLE 16 (CONTINUED)

SELECTED BACKGROUND DATA FOR ACTIVE-DUTY 3S0X2 MAJOR COMMAND GROUPS

	AFSOC (N=5)	AMC (N=34)	AFDW (N=12)	AFPC (N=41)	PACAF (N=36)	AFMC (N=31)
PERCENT OF SAMPLE	1	7	3	9	8	7
AVERAGE NUMBER OF TASKS PERFORMED	130	116	108	31	126	118
DAFSC DISTRIBUTION						
3S032	0	9	0	0	14	13
3S052	60	53	75	22	44	58
3S072	40	38	25	78	42	29
PAYGRADE DISTRIBUTION						
E-1 to E-3	0	0	0	0	8	0
E-4	0	35	17	7	31	29
E-5	60	32	58	37	31	42
E-6	20	26	8	37	17	29
E-7	20	6	17	20	14	0
E-8	0	0	0	0	0	0
E-9	0	0	0	0	0	0
PERCENT IN CONUS	100	100	100	100	50	58
AVERAGE MONTHS TAFMS	161	114	138	154	117	128
AVERAGE MONTHS TICF	91	70	94	103	74	57
TIME IN PRESENT JOB	80	60	84	79	31	31
PERCENT SUPERVISING	40	29	42	24	44	32
FIND JOB INTERESTING						
FIND JOB INTERESTING	80	85	100	76	89	94
FEEL JOB UTILIZES THEIR TALENTS						
FEEL JOB UTILIZES THEIR TALENTS	100	88	83	73	89	94
FEEL JOB UTILIZES THEIR TRAINING						
FEEL JOB UTILIZES THEIR TRAINING	60	82	92	46	94	90
SENSE OF ACCOMPLISHMENT						
SENSE OF ACCOMPLISHMENT	100	85	100	83	92	87
PLAN TO REENLIST						
PLAN TO REENLIST	80	62	67	80	78	77

moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-assignment personnel. This decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To help training personnel focus on tasks which are most appropriate for entry-level training, an additional factor, the Automated Training Indicator (ATI), was assigned to each task in the inventory. A computer program considered percent first-assignment (1-48 months TICF) members performing, TE and TD ratings, and the Course Training Decision Logic Table found in AETCR 52-22, Attachment 1, and assigned an ATI value to each task corresponding to the 18 training decisions on the table. The decision table and explanation of ATIs precede the listing of tasks in descending order of ATI in the TRAINING EXTRACT. Training personnel should focus on tasks with an ATI of 18, which suggests these tasks should be in the entry-level course.

Tasks having the highest TE ratings are listed in Table 17. Included for each task are the percentage of first-job and first-assignment personnel performing and the TD rating. Tasks with the highest TE deal with processing AUTODIN transactions and maintaining Base-Level Personnel System or PC-III tables. All tasks that were given a high TE (rating of 4.14 or above) were in Duty E, Performing Personnel Data System Activities, or Duty F, Performing Personnel Concept (PC-III) Activities.

Table 18 lists the tasks having the highest TD ratings. The percentages of first-job, first-assignment, 5-, and 7-skill level personnel performing, and the TE ratings are also included for each task. Of the 70 tasks that were given a high TD rating (above 6.00), only 23 were in Duty E, Performing Personnel Data System Activities, or Duty F, Performing Personnel Concept (PC-III) Activities. The remaining tasks were spread throughout the other duty titles.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TD and TE ratings, see the Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.

First-Assignment Personnel

There is no direct entry into the AFSC 3S0X2 career ladder. All members must hold a 5-skill level in the AFSC 3S0X1, Personnel, career field, prior to entry into AFSC 3S0X2. In this study, there are 110 active-duty members in their first assignment (1-48 months TICF), representing 32 percent of the active-duty survey sample. As displayed in Table 19, approximately 84 percent of their duty time is devoted to technical functions. Figure 2 shows how all active-duty first-assignment personnel are distributed across the jobs identified in the **SPECIALTY JOBS** section of this report. Of the jobs identified, 7 percent of first-assignment personnel are found in the Entry Level PSM Job, and 63 percent are in the PSM Cluster. Table 20 displays commonly performed tasks for first-assignment personnel.

TABLE 17

TECHNICAL TASKS RATED HIGHEST IN TRAINING EMPHASIS (TE)

TASKS	TNG EMP*	PERCENT MEMBERS PERFORMING			TASK DIFF**
		1ST JOB (N=110)	1ST ENL (N=32)		
E200 Process AUTODIN transactions	7.20	63	78		5.04
E178 Maintain local BLPs or PC-III tables	6.96	61	66		5.52
E126 Construct and input deferred inquiry requests	6.92	66	72		6.02
E152 Execute basic disk operating systems (DOS) and UNIX commands	6.71	85	81		5.39
E205 Request retransmissions of missing or misrouted AUTODIN packages	6.59	66	75		4.31
E153 Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	6.57	72	72		6.32
E127 Construct and input immediate inquiries or update messages	6.43	80	81		4.33
E201 Process distributive print	6.18	67	63		4.33
E217 Troubleshoot hardware, software, or communication problems	6.14	82	78		7.19
E116 Analyze Headquarters Air Force (HAF) purges	6.12	52	47		6.08
E188 Monitor processing of AUTODIN transactions by DPCs, RPCs, or communication centers	6.08	50	50		5.61
F243 Interpret interactive communicative interface (ICI) error codes	5.94	43	47		7.02
E169 Interpret Steiner, Anderson, and Moore Update Edit Language (SAMUEL) edits	5.90	29	16		7.89
E119 Assist MPF workcenters on constructing deferred inquiries	5.86	57	69		5.47
F230 Correct equipment problems	5.82	78	84		6.57
F271 Retrieve BLPs end-of-day (EOD) products	5.82	55	66		4.47
F253 Monitor or correct ICI error codes	5.82	38	47		6.81
F244 Load system releases or patches	5.80	82	88		5.48
E129 Construct report on individual personnel (RIP) requests	5.80	64	78		3.77
E172 Maintain automatic digital network (AUTODIN) or ADDRESS messages	5.78	60	72		5.29
F261 Recover or restart refreshes	5.78	65	69		4.78
E189 Monitor purge report lists	5.76	36	19		5.23
F288 Trace PC-III applications	5.71	45	50		6.54

* Mean TE Rating is 2.15, and Standard Deviation is 1.99 (High TE=4.14)

** Average TD Rating is 5.00

TABLE 18

TASKS RATED HIGH IN DIFFICULTY

TASKS	TNG DIFF*	1ST JOB (N=110)	1ST ENL (N=32)	PERCENT MEMBERS PERFORMING				TNG
				DAFSC (N=166)	DAFSC (N=146)	3S072	DAFSC	
E169	7.89	29	16	40	53	5.90		
G292	7.38	10	6	11	25	1.29		
E170	7.37	31	28	38	38	5.20		
E217	7.19	82	78	81	68	6.14		
H342	7.18	1	0	0	1	.18		
F243	7.02	43	47	51	45	5.94		
G309	6.84	9	13	8	14	.39		
G293	6.83	13	13	19	27	.94		
F253	6.81	38	47	45	40	5.82		
H344	6.70	4	3	2	3	.39		
D96	6.70	1	0	2	5	.08		
F254	6.70	53	59	58	41	5.53		
G322	6.70	3	0	1	15	.22		
H336	6.67	5	3	8	4	.51		
G304	6.67	3	3	3	10	.08		
H341	6.67	4	0	4	6	.47		
G297	6.65	1	0	2	14	.31		
E195	6.59	16	9	23	34	1.76		
G310	6.59	4	6	4	7	.22		
E114	6.58	42	38	51	49	5.20		
F230	6.57	78	84	75	53	5.82		
F288	6.54	45	50	52	42	5.71		

Average TD Rating is 5.00

TABLE 19
RELATIVE TIME SPENT ON DUTIES BY ACTIVE-DUTY
FIRST-ASSIGNMENT PERSONNEL
(N=110)

DUTIES	PERCENT TIME SPENT
A ORGANIZING AND PLANNING	7
B DIRECTING AND IMPLEMENTING	4
C INSPECTING AND EVALUATING	3
D TRAINING	3
E PERFORMING PERSONNEL DATA SYSTEM ACTIVITIES	45
F PERFORMING PERSONNEL CONCEPT (PC-III) ACTIVITIES	35
G PERFORMING SYSTEM ANALYSIS ACTIVITIES	2
H PERFORMING CONTINGENCY OR READINESS ACTIVITIES	2

NOTE: Columns may not add to 100 due to rounding

3S0X2 First-Assignment Personnel in Jobs

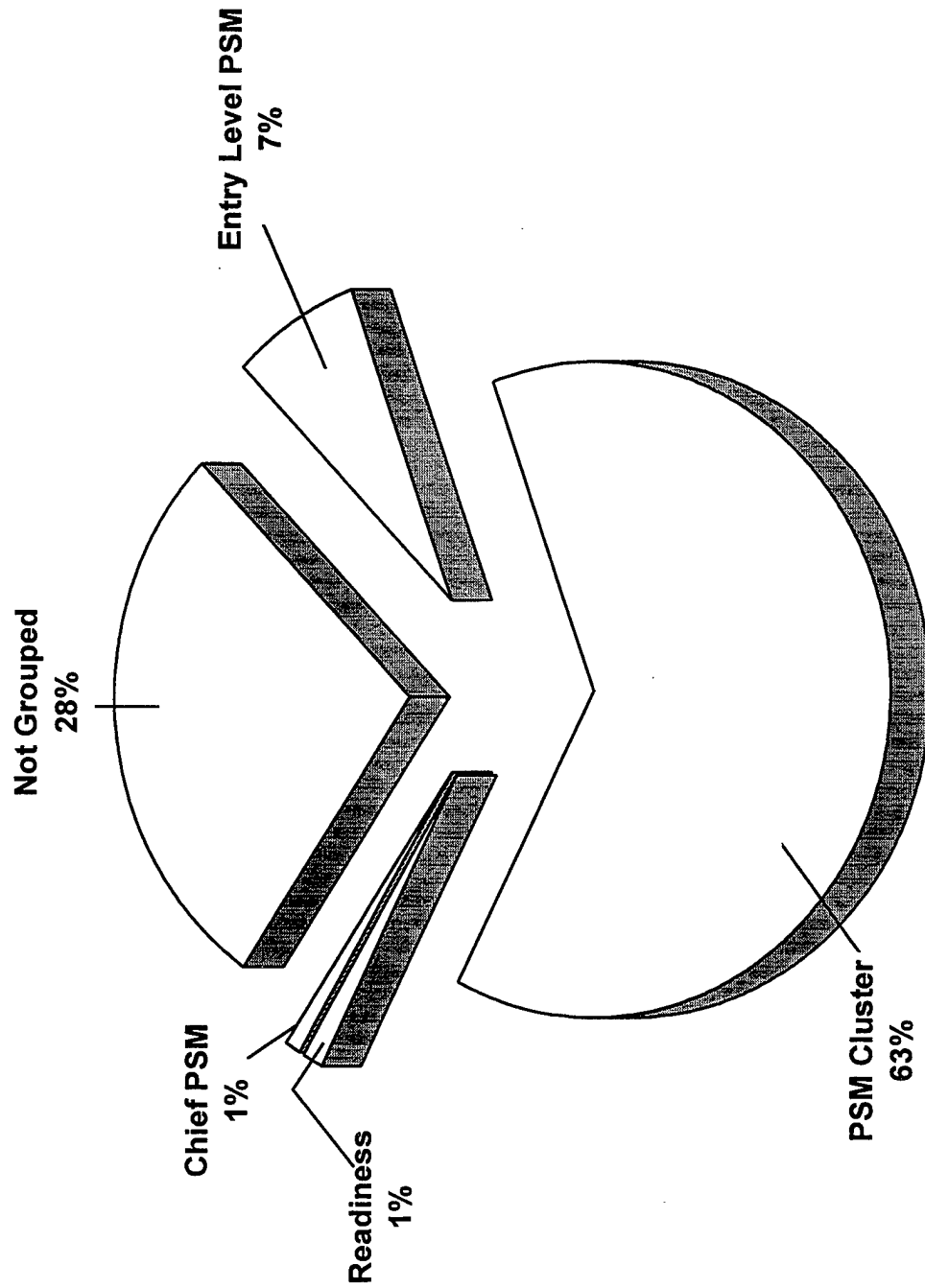


FIGURE 2

TABLE 20

**REPRESENTATIVE TASKS PERFORMED BY ACTIVE-DUTY 3S032
FIRST-ASSIGNMENT PERSONNEL
(N=110)**

TASKS		PERCENT MEMBERS PERFORMING
F234	Emulate users	91
F223	Add, modify, delete, or reset users	88
E152	Execute basic disk operating systems (DOS) and UNIX commands	85
F268	Reset user passwords	85
F286	Terminate user sessions	84
E217	Troubleshoot hardware, software, or communication problems	82
F257	Perform full system backups	82
F244	Load system releases or patches	82
E127	Construct and input immediate inquiries or update messages	80
F230	Correct equipment problems	78
F260	Print or view end point status reports	77
E145	Distribute Jumps Uniform Military Pay System (JUMPS) transaction registers (TRs)	75
F239	Input broadcast messages	75
F238	Initiate systems shutdowns	73
E153	Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	72
F224	Backup or restore local data bases	71
F249	Maintain PC-III login/password designations	70
E204	Report hardware and PC-III software problems to AFPC	70
F283	Set user default printers	70
E185	Monitor distributive print	68
F267	Report system problems to field assistance centers (FACs)	68
E201	Process distributive print	67
E138	Decollate computer products	67
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	67
E182	Maintain master file copies of listings, such as TRs, HAF rejects, purges, or strength reports	66
E219	Upload or download files via file transfer protocol	66
E205	Request retransmissions of missing or misrouted AUTODIN packages	66
E126	Construct and input deferred inquiry requests	66
F241	Install local or remote printers	66
E144	Distribute computer products, other than BMDS interface products	65
F255	Monitor status reports	65
E208	Research problems with computer products	65
E133	Coordinate system releases	65
F261	Recover or restart refreshes	65
E215	Suspense purge report lists, HAF rejects lists, or JUMPS rejects	64

Specialty Training Standard (STS)

In February 1996, training personnel from Keesler Air Force Base matched tasks in the JI to appropriate sections of the STS. A listing of the STS was then produced showing each STS paragraph and subparagraph, tasks matched, percent criterion group members performing, TE and TD ratings, and ATI. This listing is included in the Training Extract sent to the school for review. Criteria set forth in AETCR 52-22, Attachment 1, were used to review the relevance of each STS paragraph and subparagraph with matched tasks.

Any STS paragraph or subparagraph with matched tasks performed by 20 percent or more of first-job (1-24 months TICF), first-assignment (1-48 months TICF), or 5- or 7-skill level members is considered to be supported and should be retained in the STS. General paragraphs, such as Security, Supervision, Training, and AF Occupational Safety and Health Program (paragraphs 1, 4, 5, & 6) were not reviewed. All other paragraphs were thoroughly reviewed against OSR data. *Overall, the STS provides comprehensive coverage of tasks performed by career ladder personnel across all jobs. Only one entry was unsupported by survey data-- 13q(1)(e) needs to be reviewed by training personnel and SMEs for deletion in future revisions due to small percentages (less than 20 percent) performing related tasks.*

Tasks not matched to any element of the STS are listed at the end of the STS computer listing. *Table 21 lists examples of tasks which were performed by 20 percent or more of criterion groups, but not matched to any STS item. These tasks should be carefully reviewed by training personnel and SMEs to determine if they should be included in future STS revisions.*

Plan of Instruction (POI)

JI tasks were also matched to POI E3ALR3S032-002 learning objectives by training personnel at Keesler AFB. A product was produced listing learning objectives, tasks matched, and percent first-job (1-24 months TICF) and first-assignment (1-48 months TICF) personnel performing the tasks, and TE, TD, and ATI ratings.

POI learning objectives with tasks matched were reviewed using the standards set forth in Attachment 1, AETCR 52-22, dated 17 February 1989. An objective is considered supported if 30 percent or more of first-job or first-assignment group members perform any of the tasks matched. Any learning objectives which do not meet these criteria should be considered for elimination from the formal course, unless their retention can be justified by some other acceptable basis.

The review of the POI revealed most learning objectives were supported by survey data. Most learning objectives had matched tasks with at least 30 percent of first-job or first-assignment personnel performing. Tasks performed by more than 30 percent criterion group

TABLE 21

**EXAMPLES OF TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE
AFSC 3S0X2 JOB MEMBERS AND NOT REFERENCED TO THE STS**

TASKS	TNG EMP	ATI	PERCENT-MEMBERS PERFORMING					TSK DIF
			1ST JOB	1ST ASG	5- LVL	7- LVL		
E185	5.35	18	71	68	69	53	4.54	
E201	6.18	18	79	67	67	48	4.33	
E138	3.63	8	76	67	67	42	2.38	
E219	5.41	18	45	66	64	60	4.94	
F225	4.22	18	39	56	61	42	4.49	
E164	3.98	15	34	45	51	58	4.65	
Requirement Document								
G312	3.02	15	34	42	46	42	5.13	
F250	3.14	15	26	42	46	33	4.37	
G329	2.55	7	5	25	38	35	5.10	
E183	3.00	5	26	33	36	39	3.32	
E199	4.39	12	21	35	33	30	4.31	
E112	2.76	7	8	25	32	38	4.14	
E142	1.92	1	16	23	31	23	2.41	
G313	1.22	2	16	22	30	34	5.33	
E218	2.84	7	21	29	30	19	4.80	
H394	1.55	2	13	16	22	12	4.77	
E168	.94	2	13	17	21	29	5.06	
G330	2.47	7	8	17	20	21	5.27	
G315	1.29	2	5	15	19	31	6.24	
G293	.94	2	8	13	19	27	6.83	

* Mean TE Rating is 2.15, and Standard Deviation is 1.99 (High TE=4.14)

** Average TD Rating is 5.00

members and not matched to the POI are listed in Table 22. Training personnel should review these to determine if they suggest additional topics that should be included in the entry-level course.

JOB SATISFACTION ANALYSIS

An examination of responses to the job satisfaction questions can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. The survey booklet included questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current survey sample were then analyzed by making two comparisons: (1) between TICF groups of the PSM career ladder; and (2) across specialty groups identified in the **SPECIALTY JOBS** section of the report.

Table 23 shows first-assignment (1-48 months TICF), second-assignment (49-96 months TICF), and career (97+ months TICF) group data. These data give a relative measure of how the job satisfaction of AFSC 3S0X2 personnel compares within the career ladder. Overall, satisfaction for all three TICF groups in AFSC 3S0X2 is fairly high, although there is a slight drop across the groups as time in the career ladder increases. There was no current data from related career fields to compare with these data.

An examination of job satisfaction data can also reveal the influences performing certain jobs may have on overall job satisfaction. Table 24 presents job satisfaction data for the jobs identified in the career ladder structure for AFSC 3S0X2. Personnel in the HQ/MAJCOM PSM Job and the Systems Support Analyst Job expressed the lowest job interest. These two jobs also scored lower in one or more other areas as well. Another disturbing measurement includes the Perceived Utilization of Training within the Chief PSM Job and Systems Support Job. The jobs reporting the lower levels of satisfaction are completely different from the rest of the career ladder, and it appears as if they are not receiving the necessary guidance to perform their jobs. Training Managers should look into the type and amount of training provided to these individuals. On the other hand, members of the PSM Readiness Job are extremely satisfied with their job. Every member gave the highest possible ratings in three of the five categories.

IMPLICATIONS

As explained in the **INTRODUCTION**, this survey was conducted primarily to provide training personnel with current information on the PSM career ladder for use in reviewing current training programs and training documents. Overall job progression is normal and shows a distinct pattern as one moves from the 3- to the 7-skill level. The AFMAN 36-2108 *Specialty*

TABLE 22

**EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE
AFSC 3S0X2 FIRST-ASSIGNMENT JOB MEMBERS AND NOT REFERENCED TO THE POI**

TASKS	TNG EMP	ATI	PERCENT MEMBERS PERFORMING			TSK DIF
			1ST JOB	1ST ASG		
F223	5.71	18	92	88	4.08	
E152	6.71	18	82	85	5.39	
F244	5.80	18	76	82	5.48	
F257	5.65	18	71	82	4.54	
E127	6.43	18	71	80	4.33	
F230	5.82	18	71	78	6.57	
F238	5.24	18	58	73	4.01	
E153	6.57	18	66	72	6.32	
Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands						
F224	5.22	18	53	71	5.08	
F249	5.39	18	55	70	4.68	
E185	5.35	18	71	68	4.54	
F267	4.90	18	45	68	4.51	
E201	6.18	18	79	67	4.33	
E205	6.59	18	58	66	4.31	
F234	5.04	13	95	91	3.62	
F268	5.41	13	87	85	3.23	
F286	4.92	13	87	84	3.22	
F260	5.39	13	71	77	3.74	
F239	4.92	13	68	75	3.15	
F283	4.53	13	55	70	3.32	
E138	3.63	8	76	67	2.38	
Decollate computer products						

* Mean TE Rating is 2.15, and Standard Deviation is 1.99 (High TE=4.14)

** Average TD Rating is 5.00

TABLE 23

**COMPARISON BETWEEN JOB SATISFACTION INDICATORS FOR
TICF GROUPS IN CURRENT STUDY
(PERCENT MEMBERS RESPONDING)**

	1-48 MONTHS TICF 3S0X2 (N=110)	49-96 MONTHS TICF 3S0X2 (N=129)	97+ MONTHS TICF 3S0X2 (N=101)
<u>EXPRESSED JOB INTEREST</u>			
INTERESTING	92	87	78
SO-SO	5	11	16
DULL	3	2	6
<u>PERCEIVED UTILIZATION OF TALENTS</u>			
FAIRLY WELL TO PERFECT	89	85	85
NONE TO VERY LITTLE	11	15	15
<u>PERCEIVED UTILIZATION OF TRAINING</u>			
FAIRLY WELL TO PERFECT	85	79	74
NONE TO VERY LITTLE	15	21	26
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>			
SATISFIED	86	82	77
NEUTRAL	4	6	8
DISSATISFIED	10	12	15
<u>REENLISTMENT INTENTIONS</u>			
YES OR PROBABLY YES	69	78	71
NO OR PROBABLY NO	26	18	7
WILL RETIRE	4	4	21

TABLE 24

**JOB SATISFACTION INDICATORS FOR PERSONNEL SYSTEM MANAGEMENT JOBS
(PERCENT MEMBERS RESPONDING)**

	PERSONNEL SYSTEM MANAGEMENT CLUSTER (N=322)					PSM READINESS (N=5)		CHIEF PSM (N=9)		HQ/MAJCOM PSM (N=14)		SYSTEMS SUPPORT ANALYST (N=5)	
	ENTRY LEVEL PSM (N=18)												
<u>EXPRESSED JOB INTEREST</u>													
INTERESTING	94	90	100	89	79							60	
SO-SO	0	8	0	0	14							40	
DULL	6	2	0	11	7							0	
<u>PERCEIVED UTILIZATION OF TALENTS</u>													
FAIRLY WELL TO PERFECT	94	91	80	100	79							80	
NONE TO VERY LITTLE	6	9	20	0	21							20	
<u>PERCEIVED UTILIZATION OF TRAINING</u>													
FAIRLY WELL TO PERFECT	79	79	100	56	71							40	
NONE TO VERY LITTLE	11	11	0	44	29							60	
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK</u>													
SATISFIED	94	85	60	89	79							40	
NEUTRAL	6	4	20	0	0							20	
DISSATISFIED	0	11	20	11	21							40	
<u>REENLISTMENT INTENTIONS</u>													
YES OR PROBABLY YES	89	75	100	78	86							60	
NO OR PROBABLY NO	11	16	0	11	0							0	
WILL RETIRE	0	8	0	11	14							40	

Description broadly describes the jobs and tasks being performed. Job satisfaction is fairly high, and no serious problem areas were noted. Analysis of career ladder documents indicate the STS and POI are well supported by survey data.

APPENDIX A

**SELECTED REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF SPECIALTY JOBS**

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TABLE I
ENTRY LEVEL PERSONNEL SYSTEMS MANAGEMENT JOB
(STG068)

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
F223 Add, modify, delete, or reset users	89
E205 Request retransmissions of missing or misrouted AUTODIN packages	89
E201 Process distributive print	83
E185 Monitor distributive print	78
E215 Suspense purge report lists, HAF rejects lists, or JUMPS rejects	78
F268 Reset user passwords	78
E200 Process AUTODIN transactions	78
E188 Monitor processing of AUTODIN transactions by DPCs, RPCs, or communication centers	78
F234 Emulate users	78
E152 Execute basic disk operating systems (DOS) and UNIX commands	72
E172 Maintain automatic digital network (AUTODIN) or ADDRESS messages	72
E217 Troubleshoot hardware, software, or communication problems	72
E153 Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	67
E145 Distribute Jumps Uniform Military Pay System (JUMPS) transaction registers (TRs)	67
E184 Monitor corrections of deficiencies due to HAF or JUMPS rejects, purges, reconciliations, or trend analyses	67
F224 Backup or restore local data bases	67
E194 Perform preventive or minor-operator maintenance on system equipment	67
E144 Distribute computer products, other than BMDS interface products	61
F244 Load system releases or patches	61
E204 Report hardware and PC-III software problems to AFPC	61
E182 Maintain master file copies of listings, such as TRs, HAF rejects, purges, or strength reports	56
E138 Decollate computer products	56
F230 Correct equipment problems	56
F286 Terminate user sessions	56
E127 Construct and input immediate inquiries or update messages	56
E116 Analyze Headquarters Air Force (HAF) purges	56
E203 Process reentry disks for traffic safety, social actions, hospital, dental, or education offices	50
E219 Upload or download files via file transfer protocol	50
E202 Process Freedom of Information Act (FOIA) requests	50
F249 Maintain PC-III login/password designations	44
F257 Perform full system backups	44

TABLE II
PERSONNEL SYSTEMS MANAGEMENT CLUSTER
(STG097)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
F223	Add, modify, delete, or reset users	97
F268	Reset user passwords	97
F244	Load system releases or patches	97
F234	Emulate users	96
F257	Perform full system backups	95
F286	Terminate user sessions	95
E152	Execute basic disk operating systems (DOS) and UNIX commands	94
F260	Print or view end point status reports	94
F238	Initiate systems shutdowns	93
F249	Maintain PC-III login/password designations	92
F230	Correct equipment problems	91
F224	Backup or restore local data bases	91
E127	Construct and input immediate inquiries or update messages	91
E204	Report hardware and PC-III software problems to AFPC	91
E217	Troubleshoot hardware, software, or communication problems	91
F267	Report system problems to field assistance centers (FACs)	91
E126	Construct and input deferred inquiry requests	90
E153	Execute DEMAND, System for Tape Administration and Reporting (STAR), console (CON) mode, conversational time sharing (CTS), and EDITOR commands	90
F239	Input broadcast messages	90
E208	Research problems with computer products	89
F283	Set user default printers	88
E178	Maintain local BLPS or PC-III tables	87
E133	Coordinate system releases	86
E122	Brief MPF personnel concerning personnel system programs	84
F255	Monitor status reports	84
F242	Install new software	83
E182	Maintain master file copies of listings, such as TRs, HAF rejects, purges, or strength reports	83
F241	Install local or remote printers	83
F272	Retrieve system releases documentation or 0002 system notices	82
F222	Add or delete new units or workcenters to an end point	82
F248	Maintain equipment inventory	82
F220	Access or review system generated files	81
F261	Recover or restart refreshes	81
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	80
F221	Add new user group	80
E119	Assist MPF workcenters on constructing deferred inquiries	80
B44	Inventory equipment, tools, or supplies	80

TABLE III
PERSONNEL SYSTEMS MANAGEMENT READINESS JOB
(STG199)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
H367	Load manpower and personnel-base level (MANPER-B) releases or manpower force (MANFOR) releases	100
H370	Load routing indicator data bases	100
H369	Load personnel data base refreshments or replacements	100
H408	Update MANPER-B data bases	100
H352	Establish equipment or supply requirements for PERSCO control teams	100
H390	Prepare contingency exercise mobility (CEM) orders for deployments or exercise operations	100
H400	Request or distribute mobility requirements documents	100
E218	Upload or download combat personnel control system (CPCS) AUTODIN logs	100
H377	Maintain equipment or supplies for PERSCO control teams	100
H378	Maintain MANPER-B data bases	100
H379	Maintain MANPER-B inventories	100
A9	Develop work methods or procedures	100
H409	Verify eligibility of tasked personnel for deployment	100
H360	Initiate or process contingency, exercise, or rotation TDY reports or messages, such as itinerary or departure messages	100
H372	Maintain accountability of personnel selected to fill OPLANs requirements	100
H387	Perform MANPER-B system backup procedures	100
H374	Maintain daily strength totals of TDY and attached personnel	100
H364	Instruct personnel contingency teams	100
H366	Issue ID tags	100
H371	Load support software, such as Sarah-Lite or Enable	100
H388	Perform plans file and mobility file matches	100
H333	Brief deploying personnel	100
H335	Conduct contingency operation/mobility planning and execution system (COMPES) programs	100
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	100
H350	Distribute daily strength totals of TDY and attached personnel	100
H394	Process Sperry transactions	100
H338	Coordinate deployment of personnel with other MAJCOM or joint service commands	100
B40	Implement security programs or procedures	100
B44	Inventory equipment, tools, or supplies	100
H380	Maintain master files of TDY orders	100
H399	Report MANPER-B outages	100
H353	Establish mobility positions for exercises	100
B39	Implement safety or security programs or procedures	100
H401	Review availability status of personnel for deployments	100

TABLE IV

**CHIEF PERSONNEL SYSTEMS MANAGEMENT JOB
(STG087)**

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	100
A22	Plan or schedule work assignments or priorities	100
B31	Conduct general meetings, such as staff meetings or briefings	100
A5	Determine work priorities	100
A17	Establish work schedules	100
B37	Direct or implement OJT programs	100
A4	Determine space, personnel, equipment, or supply requirements	100
C75	Maintain use of workspace, equipment, or supplies	100
A25	Plan workshops, seminars, conferences, or briefings	89
C65	Evaluate personnel for compliance with work standards or procedures	89
A14	Establish procedures for accountability of equipment, tools, or supplies	89
B33	Counsel personnel on personal matters	89
B36	Direct maintenance or utilization of equipment	89
B39	Implement safety or security programs or procedures	89
B40	Implement security programs or procedures	89
B35	Direct maintenance of administrative files	89
B43	Interpret policies, directives, or procedures for subordinates	78
A9	Develop work methods or procedures	78
A13	Establish performance standards for subordinates	78
E152	Execute basic disk operating systems (DOS) and UNIX commands	78
A28	Schedule leaves or passes	78
C56	Conduct performance feedback sessions	78
C71	Evaluate work schedules	78
C64	Evaluate maintenance or use of workspace, equipment, or supplies	78
D99	Evaluate in-house training programs	78
A24	Plan safety or security programs	78
C66	Evaluate personnel for promotion, demotion, or reclassification	78
A1	Assign personnel to duty positions	78
C54	Analyze workload requirements	67
B53	Supervise Personnel Systems Management Craftsmen (AFSC 3S072)	67
B44	Inventory equipment, tools, or supplies	67
A19	Plan equipment or facility maintenance requirements	67
B52	Supervise Personnel Systems Management Journeymen (AFSC 3S052)	67
C67	Evaluate procedures for storage, inventory, or inspection of property items	67
C68	Evaluate Quality Air Force (QAF) requirements or procedures	67
B46	Orient newly assigned personnel	67
B38	Implement cost-reduction programs	67
A20	Plan layout of facilities	67
A29	Schedule staff visits, audits, or inspections	67
C63	Evaluate layout of facilities	67

TABLE V

**HQ/MAJCOM PERSONNEL SYSTEMS MANAGEMENT JOB
(STG054)**

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
A5	Determine work priorities	93
A18	Participate in general meetings, such as staff meetings or briefings, other than conducting	93
E208	Research problems with computer products	93
E217	Troubleshoot hardware, software, or communication problem	93
A9	Develop work methods or procedures	86
E152	Execute basic disk operating systems (DOS) and UNIX commands	86
E165	Initiate or Process AF Forms 804 (Personnel Data Systems Requirement/Change Request)	86
E176	Maintain liaison with major command (MAJCOM) or Air Force Personnel Center (AFPC) on PSM programs	86
E206	Request system changes	86
G332	Write ATLAS variable inquiries	86
A4	Determine space, personnel, equipment, or supply requirements	79
E175	Maintain internal security and password systems	79
E194	Perform preventive or minor-operator maintenance on system equipment	79
E211	Review system modifications, changes, or conversions	79
A14	Establish procedures for accountability of equipment, tools, or supplies	71
A22	Plan or schedule work assignments or priorities	71
B44	Inventory equipment, tools, or supplies	71
E164	Initiate or process AF Forms 3215 (Communications-Computer Systems Requirement Document)	71
A16	Establish suspense systems	64
B47	Prepare supply or equipment requisitions	64
C75	Maintain use of workspace, equipment, or supplies	64
E193	Perform emergency equipment power-off procedures	64
E219	Upload or download files via file transfer protocol	64
A17	Establish work schedules	57
A19	Plan equipment or facility maintenance requirements	57
A25	Plan workshops, seminars, conferences, or briefings	57
C64	Evaluate maintenance or use of workspace, equipment, or supplies	57
E115	Analyze flow-of-personnel transactions	57
E146	Distribute recommendations for new products or modifications to higher headquarters	57
E150	Evaluate deferred inquiry requests	57
G313	Evaluate new products or modifications to existing product requests	57
G322	Perform MAJCOM or AFMPC analyses of proposals for modifications of new systems	57
A11	Draft supplemental policies, office instructions (OIs), or standard operating procedures (SOPs) for geographically separated units (GSUs) or satellite	50
B36	Direct maintenance or utilization of equipment	50

TABLE VI
SYSTEMS SUPPORT ANALYST JOB
(STG079)

REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
A5 Determine work priorities	100
A22 Plan or schedule work assignments or priorities	100
E165 Initiate or Process AF Forms 804 (Personnel Data Systems Requirement/Change Request)	100
G292 Analyze flow charts or decision logic tables (DLTs) for system applications during systems studies	100
A9 Develop work methods or procedures	80
A17 Establish work schedules	80
A18 Participate in general meetings, such as staff meetings or briefings, other than conducting	80
B33 Counsel personnel on personal matters	80
B46 Orient newly assigned personnel	80
C65 Evaluate personnel for compliance with work standards or procedures	80
G293 Analyze outputs from systems tests	80
G322 Perform MAJCOM or AFPC analyses of proposals for modifications of new systems	80